

2303 - DUPLICATING EQUIPMENT OPERATOR

NATURE OF WORK

Skilled machine work in the operation, setup, and servicing of offset printing presses and other related equipment and chemicals (plate camera, cutter, folder, collator ink, blankrola, fountain solution, etching solution).

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Makes paper or metal plates; loads, sets-up and operates offset duplicating equipment in printing a variety of letterheads, forms, booklets, brochures, and similar documents.

Operates finishing equipment such as a power knife, binder, padding press, saddle stitched, etc. Operates 2-hole and 3-hole drill.

Cleans, oils, adjusts and makes minor maintenance and repairs on equipment; maintains plate and slick files; maintains paper, chemical and supply stocks.

Collates, stacks, and readies finished work for delivery; fold jobs, staple jobs; wraps and ships finished jobs.

Sorts and picks-up mail; Receives and inventories supplies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of photolithography; some knowledge of business English.

Knowledge of the methods and equipment used in offset printing, plate making, and related operations; knowledge of inks, paper, fountain solutions and chemical.

Ability to operate, maintain, adjust, and make minor repairs on printing and associated equipment. Ability to perform routine repetitive operations over a considerable period.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with other employees.

Some mechanical ability.

MINIMUM REQUIREMENTS

One (1) year full-time verifiable experience in the operation of offset presses and plate makers. Valid drivers' license. Flexible hours including nights, weekends, and holidays.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and

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operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

Standing is a continuous requirement of this job. Staff may be required to lift items (printed material and supplies) weighing up to 50 lbs. on a regular basis. Additionally, staff employed in this position must be able to remain alert for long periods of time (14 - 24+ consecutive hours) when necessary to meet special job deadlines.

SUPERVISION RECEIVED

General and specific assignments are received from the Central Services Supervisor and are reviewed for quality and volume

SUPERVISION EXERCISED

None.

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